

22 DEC 1976

MEMORANDUM FOR: Secretary, Executive Advisory Group

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Key Operating Positions

REFERENCE : Your memo of 9 Dec 76; subject:  
Identification of Key Operating Positions  
for EAG Consideration

1. I would prefer to start with a smaller number of candidate positions. I do not believe the seventh floor Special Assistants to the Director are appropriate, and I would not include the Deputy General Counsel, the Deputy Legislative Counsel, the Chief, Inspection Staff, and the Chief, Audit Staff, or any of the Assistant Comptrollers. In the DDA, I still would not include the Director of Communications, the Director of Data Processing, or the Director of Finance, but I believe we should add the Director of Security. In the DDI, I would add the Director of Regional and Political Analysis vice the Director of Strategic Research.

2. With regard to procedures, the Personnel Development Program is in the first instance keyed to anticipated position openings, and I believe that the key positions we are discussing would all be among those identified in PDP. In addition, candidates identified for executive positions in the PDP are specifically evaluated as to when they will become qualified.

3. Regarding your paragraph 7, I think in the first instance it would be sufficient for each EAG member to designate candidates for his own career service, and in the following discussion potential crossovers would be discovered.

EAG

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4. I am in agreement with the procedures outlined in your paragraph 8.

[Redacted Signature]

F. W. M. Janney

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